PRINT THESE INSTRUCTIONS FIRST OR SAVE TO YOUR DESKTOP BEFORE PROCEEDING. FOLLOW INSTRUCTIONS STEP-BY-STEP TO ENSURE YOU RECEIVE CREDIT FOR YOUR TRAINING ON JKO.

Required Training on JKO:

☐ JKO is the DoD unique and authoritative source for online joint training. Combatant commands, combat support agencies and others comprising the joint training enterprise use JKO to administer theater entry, functional and annual joint training requirements. The information here provides general information relating to navigating the JKO Learning Content Management System (LCMS) and how to use the search engine to find required training courses.

Getting started in JKO:

☐ **Login to JKO Learning Content Management System (LCMS).** Go to **https://jkodirect.jten.mil** and click "**OK**" on the DoD Warning Banner. In the "**CAC Login**" box click the "**Login using my CAC**" link and select your current CAC certificate in the "**Select Certificate**" pop up box and click "**OK**." Non-CAC users follow the instructions provided under the "**Login Options**" section on the login page to submit an account request to the JKO Help Desk.

First time students are automatically directed to the "**My Profile**" page to establish a JKO account profile. Returning students wanting to update your profile, click the 🖼 **My Profile** link at the upper left corner of the JKO LCMS page.

☐ **Create/update your JKO profile.** Complete all required fields (marked by *) on the "**My Profile**" page, noting specific guidance below regarding your user name, organization and email. **IMPORTANT**: Pay close attention to the information you provide in your profile because it determines how your training completions are recorded and reported, and how you will receive notification of training requirements.

➡ **Primary Organization** – you must designate the primary organization where you work. Training records are segregated and reported by primary organization. To ensure your training completion records are accurately reported to your organization, you must correctly designate the primary organization in your profile.

     In the "**Organizations**" section, click the "**Select Primary Organization**" link which will open an organizational tree. Continue clicking the arrow button (▶) to the left of the folder to expand the organization structure to the level necessary to identify your primary organization. Once your appropriate organization is highlighted, click "**Select Organization**" at the bottom of the page to record this selection as your primary organization.

➡ **Business Email** – enter the email address you want to use to receive JKO notifications of training requirements and mandatory course enrollments.

Click the "Save" button at the bottom of the page to return to the JKO (LCMS) main page to begin taking courses.

☐ The student desktop page is the first display when you login to JKO (once you've established an account). At the top of the page are two tabs: "**My Training**" and "**Course Catalog**." To find and enroll in a course or curriculum, you need to be in the "**Course Catalog**" tab.

➡ You can launch a course you're enrolled in from either the "**Course Catalog**" tab or the "**Courses I am Enrolled In**" table in the "**My Training**" tab by clicking the "**Launch**" button next to the course name.

➡ Ensure that upon completion of the final lesson of a course, you select the "**Next Lesson**" button to successfully complete the course.
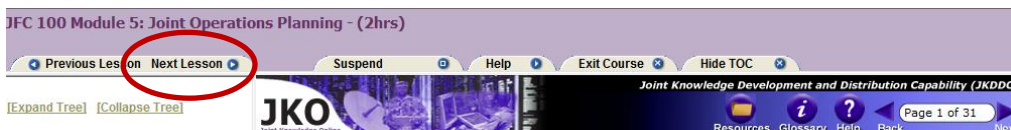
➡ *To cancel or withdraw from an enrolled course* click the "**My Training**" tab. In the "**Courses I am Enrolled In**" table, find the course you wish to cancel or withdraw from and click the "**Withdraw**" button. You will be asked to confirm that you want to withdraw from the course selected.

➡ *JKO course completions* are recorded and tracked in your "**My Training History**" table. To get there, you need to be on the "**My Training**" tab. Click the "**Open My Training History**" link in your "**Courses I am Enrolled In**" table. All of your JKO course completions are displayed in the table. To open and print a copy of a completion certificate, click on the certificate icon in the "**Certificate**" column to the right of the course name. If a certificate icon is not in the "**Certificate**" column, your completion transaction may not have cycled successfully. To fix this, click the "**My Training**" tab and check your "**Courses I am Enrolled In**" table to see if the course is still listed there. If so, "**Launch**" the course and check that all lessons have been completed and are marked with a green check mark. "**Resume**" the course and you should see a congratulations statement. Now, "**Exit**" the course and refresh the "**Courses I am Enrolled In**" table by clicking on the blue arrows (🔄) refresh icon. The course completion will now be recorded and displayed in your "**My Training History**" table.

COURSE ENROLLMENT:

From JKO LCMS student desktop page:

1. Select the "**Course Catalog**" tab.
2. Use the search function to find a specific course. Search for a specific course, or courses associated with a particular topic or organization, using the search fields above each column, "**Course Number**" and "**Title**" and clicking the "**Search**" button. If you know the course number, enter that information in the search field above the "**Course Number**" column and click "**Search**." The course identification will load with the "**Enroll**" button in the "**Course Status**" column. You can also browse the catalog using partial information. For example, you can enter a topic such as "Cultural Awareness" or "Joint Planning" in the search box above the "**Title**" column, click "**Search**" and it will return a listing of all courses in the JKO database containing that topic in the title.
3. Click the "**Enroll**" button next to the title field for the appropriate course selection. You must enroll for each course individually.
4. A "**Course Enrollment**" window will open confirming your intent to enroll in the course.
5. Click "**Continue**."
6. You will automatically receive a black banner displayed across the top of your screen stating that you've been successfully enrolled in the course. Repeat enrollment for each of the course modules.

7. You can launch a course you're enrolled in from either the "**Course Catalog**" tab or the "**Courses I am Enrolled In**" table in the "**My Training**" tab by clicking the "**Launch**" button next to the course name.

IMPORTANT: The course identification and "**Launch**" button will remain in the "**Courses I am Enrolled In**" table until you have completed a course. After completing a course, it should transition from "**Courses I am Enrolled In**" to "**My Training History**" and you will receive a completion notice via email. If the course remains listed in your "**Courses I am Enrolled In**" table, click the **Refresh** icon ( ). To access and print the course completion certificate, click the "**Open My Training History**" link. In the "**My Training History**" table, click the "**Certificate**" icon ( ) in the "**Certificate**" column at the right of the course title. Your course completion certificate will display for printing and saving.

You can download your complete online training transcript located within the "**Courses I am Enrolled In**" table; click the "**Open My Training History**" link and locate the apple icon ( ) on the far right hand margin of the page. Click the transcript link. Your JKO "**Online Training Transcript**" will open in a separate window, allowing you to print and/or download your complete transcript.